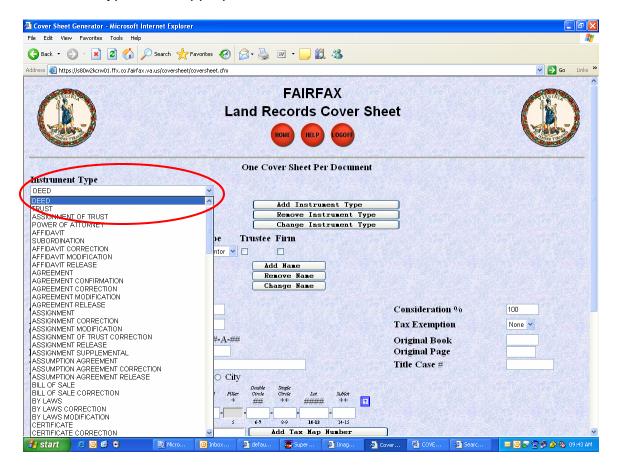
Instructions for Preparing a Coversheet

Step 1: Instrument Type

To select an Instrument Type click on the down arrow located to the far right under "Instrument Type."

Once you have selected an instrument type, click once to highlight selection, (this will automatically move the selected document to the appropriate box just under Instrument type). Next click on "Add Instrument Type, this will move the instrument type to the appropriate box.



Step 2: Names to be indexed

(Last, First Middle)

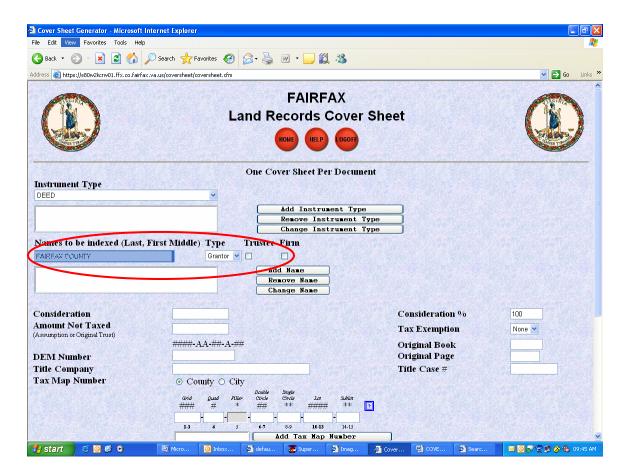
(2a.)

In the box below "Names to be", type in the name of the first Grantor, if the Grantor is a *Trustee* or a *Firm* you must click in the appropriate box, next click "Add Name"

*If there is more than one Grantor, enter each name separately. When typing an additional name, first highlight the previous name located in the long slender box under "Names to be," you may then begin typing the additional name and follow step (2a).

(2b).

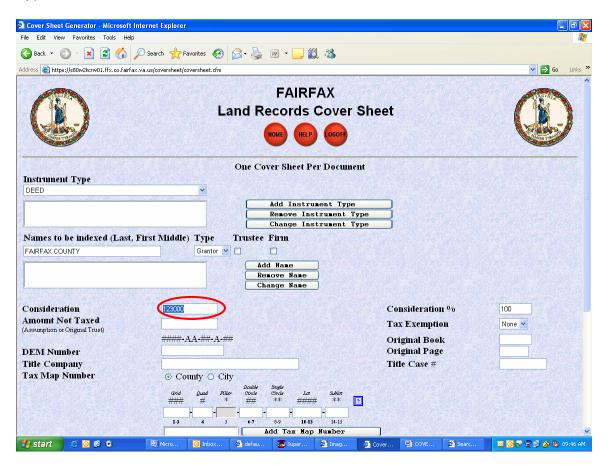
Repeat steps shown in (2a) to index Grantee, system defaults to Grantor, you must click on the down arrow in order to select "*Grantee*".



Step 3: Consideration

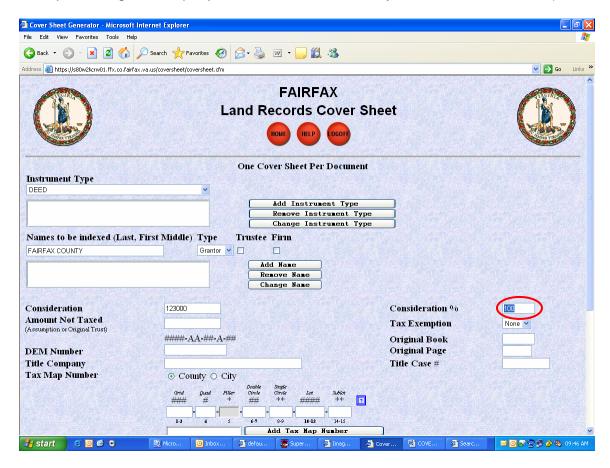
(Deed, Trust, Contract, Lease, Option, Trustees Deed, Mortgage)

Type in dollar amount.



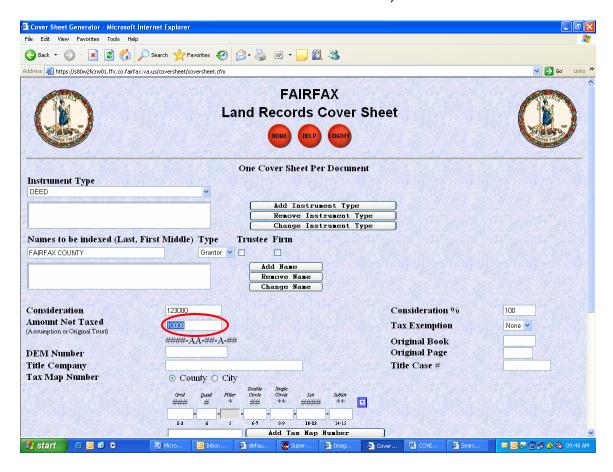
Step 4: Consideration %

(amount taxes are to be calculated, use this when recording documents pertaining to multiple jurisdictions, otherwise, system defaults to 100%)



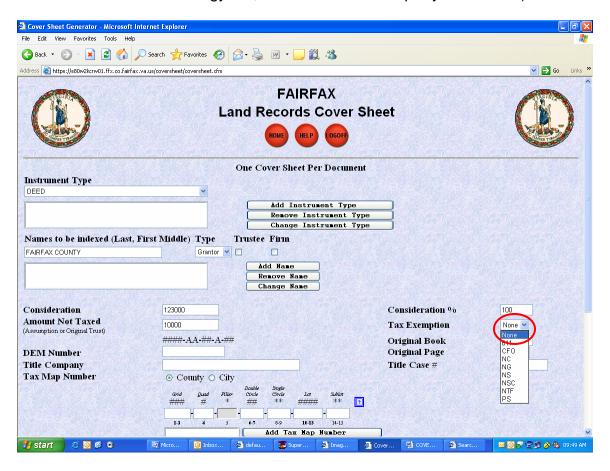
Step 5: Amount not taxed

(Deed of Assumption, Trust-refinance with same lender, Trust Modification-if increase in loan amount)



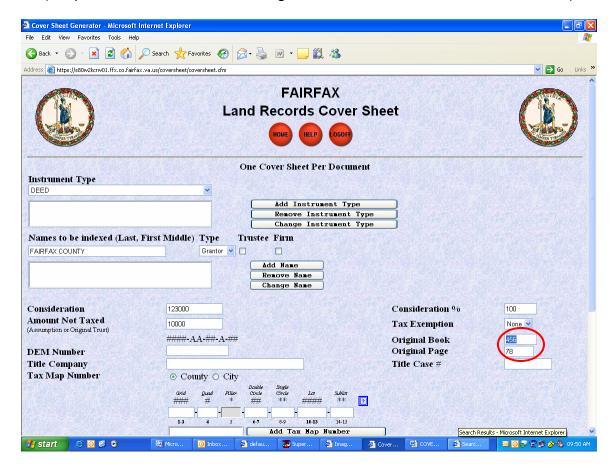
Step 6: Tax Exemption

(811-any reference from 58.1-811 where both Grantor and Grantee are exempt, CFO- Clerk's fee only, NC- No charge, NS- No state, NSC- No state & county, NTF- No technology fee, PS- Pursuant to Property Settlement)



Step 7: Original Book and Original Page

(Required on all Deeds-And Being, Certificates of Satisfaction, all releases)



Step 8: DEM Number

(Used only on documents requiring County approval)

Step 9: Title Company

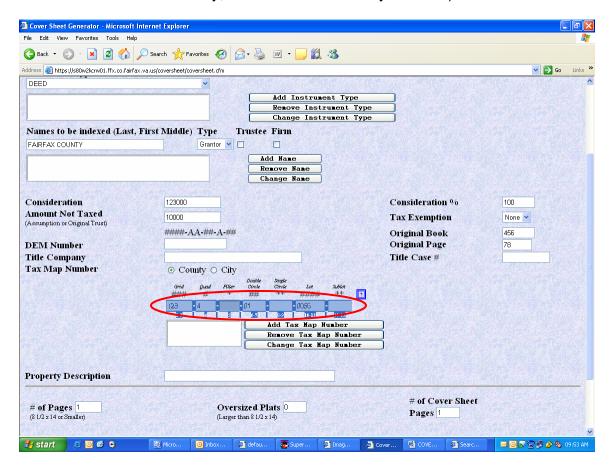
(Title Company, Law Firm, initials of person preparing the coversheet)

Step 10: Title Case#

(For Title Company use)

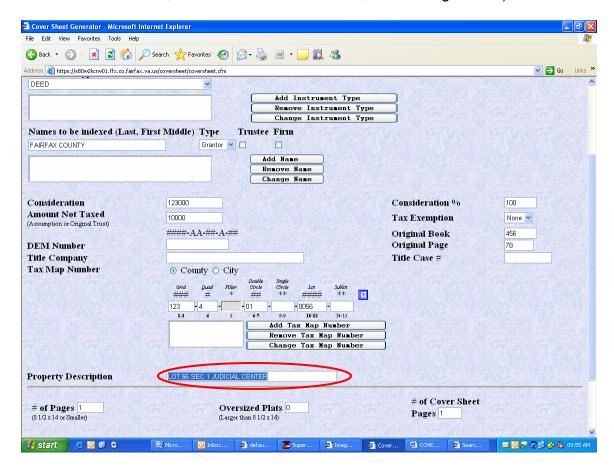
Step 11: Tax Map Number

(Required on all documents with the exception of Homestead Deed, Power of Attorney, and Power of Attorney Affidavit)



Step 12: Property Description

(As it appears in legal description of document, required on all documents with the exception of Homestead Deed, Power of Attorney, Power of Attorney Affidavit, Certificates of Satisfaction, Trust Assignments)



Step 13: Number of Pages

(the number of pages of actual document, excludes this coversheet)

Step 14: Complete Coversheet

The Calculate Fee button will provide you with a visual breakdown of all the fees and taxes that apply to the recording of this document. We recommend that you print a copy for your records.

Once you have completed the application, click on the "Create Barcode Page" button then print out and attach it to your document(s).

